

Enclosure 1 - Actions/Task Listing to 4ID(M) DISCOM Policy Letter #15 - Company Change of Command Procedures

CHANGE OF COMMAND ACTIONS/TASK LISTING

1. TASK: Visit the Battalion Commander.

CONDITION: The incoming and outgoing company commander are given a scheduled appointment with the Battalion Commander.

STANDARD:

- a. The visit takes place not later than 6 weeks prior, if permitted, to the start of the change of command inventories.
- b. Battalion Commander issues guidance for the change of command.

2. TASK: Schedule inventories, visits, and briefings.

CONDITION: The incoming and outgoing commanders are given the unit training schedule and guidance from the Battalion Commander.

STANDARD:

- a. The planning session is held at least 4 weeks prior to the start of the change of command inventories.
- b. All inventories are scheduled as training events.
- c. All sections are scheduled for inventory.
- d. Enough time is allocated for each event.
- e. Each section is given a specific time and place for the inventory.
- f. Time is established to inventory billet rooms.
- g. Like items of equipment are scheduled for inventory simultaneously.
- h. Time is allocated for the personnel asset inventory.
- i. Schedule a brief of the change of command with the DISCOM Commander.
- j. Select a date for the change of command.

3. TASK: Visit PBO.

CONDITION: The incoming and outgoing commanders schedule an appointment with the PBO.

STANDARD:

- a. Visit PBO prior to the start of the inventory.
- b. Brief the PBO on the change of command schedule.
- c. Receive guidance from PBO on format for documenting property loss.

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d. Have PBO identify additions or deletions to the hand receipt. Do not use the ULLS-S4 property book print-out as basis for the inventory.

e. Obtain a copy of the current hand receipt from the PBO.

4. TASK: Update all sub-hand receipts.

CONDITION: The outgoing commander and supply sergeant have all current sub-hand receipts.

STANDARD:

a. The update is completed prior to the start of the inventories.

b. All DA Form 3161s are posted to sub-hand receipts (automated).

c. All equipment on hand is issued and posted to the sub-hand receipt.

d. Issue of equipment from the DSU is frozen at the start of the inventory.

e. All adjustment documents and open requisitions are annotated.

f. Current publication data is present for inventory.

5. TASK: Determine the state of property accountability.

CONDITION: The incoming commander is given access to the company supply room, arms room, and unit supply records.

STANDARD:

a. An inspection is conducted prior to the start of the inventory.

b. All organizational (MTO&E) property is accounted for on sub-hand receipts.

c. All installation property (IPBO) is accounted for on sub-hand receipts.

d. All FMO (Real) property is accounted for on sub-hand receipts.

e. All prototype (CTSF) property is accounted for on sub-hand receipts.

f. All shortages have been adjusted IAW AR 735-5.

g. Copies of all adjustment documents are on hand.

6. TASK: Inventory Organizational Property.

CONDITION: The incoming and outgoing commanders are given the unit organizational hand receipt and property to be inventoried.

STANDARD:

a. The inventory is IAW the schedule prepared.

b. Inventories are conducted using current SC's and TM's.

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- c. All sub-hand receipts are present for inventory.
- d. All sets, kits, and outfits are inventoried.
- e. Like items of equipment are inventoried at the same time.
- f. Tools are serviceable and properly marked.
- g. Sub-hand receipts are posted and signed again.
- h. Shortage annexes are annotated and updated.
- i. All Class IX shortages are ordered.
- j. All other shortages are adjusted IAW AR 735-5.

7. TASK: Inventory installation, FMO, and prototype property.

CONDITION: The incoming and outgoing commanders are given the unit installation, FMO, and prototype hand receipts and property to be inventoried.

STANDARD:

- a. Hand-receipts are updated one week prior to the inventory date(s).
- b. All property is physically inventoried and accounted for.
- c. All sub-hand receipts are updated and signed.
- d. Shortages are adjusted IAW AR 735-5.
- e. All broken furniture turned in for repairs.
- f. TA-50 inventoried.

8. TASK: Inventory real property, vehicle keys (motor pool register), and arms room keys.

CONDITION: The incoming and outgoing commanders will inspect the key control status of the company.

STANDARD:

- a. Incoming commander will sign for real property keys from the Battalion S4.
- b. Inspect status of key control registers for the arms room and motor pool.
- c. Incoming commander will ensure that a functional key control program exists ICW III Corps and FH Reg 190-3.

9. TASK: Conduct external organization visits.

CONDITION: The outgoing and incoming commanders will visit all external organizations which support this unit.

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STANDARD:

- a. Visit direct support supply and maintenance organizations.
- b. Inspect all unit signature cards for applicability.
- c. Make contact with the Units Funds Manager (Morale and Family Support).
- d. Ensure outstanding actions or debts are cleared by the unit.

10. TASK: Conduct final inventory review.

CONDITION: The incoming and outgoing commanders are given all documentation upon completion of the change of command inventory.

STANDARD:

- a. Ensure that all equipment is properly accounted for on sub-hand receipts.
- b. Any shortages are annotated and ordered.
- c. All adjustment documents are present, updated, and submitted to PBO seven days prior to the change of command.

11. TASK: Sign organizational hand receipts at meeting chaired by DISCOM Commander.

CONDITION: The incoming and outgoing commanders have accounted for all unit property.

STANDARD:

- a. The incoming commander signs organizational hand receipt with DISCOM Commander, Battalion Commander, and the PBO Team Chief, and outgoing commander present.
- b. The incoming commander signs hand receipt at Installation PBO.
- c. The incoming commander signs for all FMO property.
- d. The incoming commander signs for all prototype equipment at CTSF.

12. TASK: Conduct personnel asset inventory.

CONDITION: The incoming commander and first sergeant conduct a company formation with 100% accountability of personnel assigned.

STANDARD:

- a. All military ID cards verified.
- b. Each soldier presents one set of serviceable identification tags.
- c. All soldier-counseling records are checked and updated.

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TASK LISTING AND RESPONSIBILITIES

TASK	OUT CDR	IN CDR	SPLY SGT	BN S4/S1
1. VISIT THE BN CDR	X	X		
2. SCHEDULE INVENTORIES	X	X	X	
3. VISIT THE PBO	X	X	X	
4. UPDATE SUB-HR	X	X	X	
5. DET STATE OF ACCBILITY	X	X	X	
6. INV ALL ORG PROP	X	X	X	
7. INV INST, FMO, PROTO PROP	X	X	X	
8. INV KEYS	X	X	X	X
9. CONDUCT EXT ORG VISITS	X	X	X	
10. CONDUCT FINAL INV REV	X	X	X	X
11. SIGN ALL HR AT MTG CHAired BY DISCOM CDR	X	X	X	
12. CONDUCT PAI	X	X		X